

R12.x Oracle HRMS Compensation Workbench and Salary Configuration Ed 1

Duration: 4 Days

What you will learn

Oracle HRMS enables you to set up and manage the compensation you provide for employees in your enterprise. This course teaches you how to set up and administer salary, grade-related pay, absences, and awards in your enterprise. The modules in this course fall into the following three groups, which can be completed in any sequence: Salary and Grade Related Pay and Progression Compensation and Awards Management Leave and Absence Management Learn to: Manage salary and grade related pay and progression in your enterprise Map market compensation surveys to the jobs and positions you use in your enterprise. Implement and administer Compensation Workbench Set up and administer Individual Compensation Distributions (ICD) Maintain a vehicle repository and allocate company vehicles to employees Use absence types, categories, and reasons to track and report employee absences

Related Training

Required Prerequisites

Working experience with Oracle HRMS Applications R12

Thorough knowledge of HRMS Business requirements at your organization

R12.X Oracle HRMS Total Compensation Foundations

Course Objectives

Identify the compensation management tools that Oracle HRMS provides and explain their features and benefits

Identify salary components

salary basis

and salary elements

Demonstrate how to administer salary changes

Demonstrate how to enter and maintain compensation survey data

Learn how to set up grade rates

pay scales

and scale rates

Understand the grade/step progression business process

Demonstrate how to set up grade ladders and run the concurrent processes that manage grade/step progression

Demonstrate how to implement Compensation Workbench and determine and allocate compensation awards

Understand what Individual Compensation Distributions (ICD) is and the benefits of using it

Demonstrate how to record company and private vehicles in the vehicle repository

Describe how to allocate vehicles to employees

Learn how to set up absence types and elements

Describe how to define and configure accrual plans appropriate to your enterprise

Demonstrate how to view and analyze employee accruals

Configure total compensation statement

Configure criteria based rates

Course Topics

Introduction to Salary, Awards, and Absences

Introduction to Salary, Awards, and Absences

Administering salaries

Mapping compensation surveys

- Using Grade/Step progression
- Learning about Compensation Workbench
- Understanding Individual Compensation Distribution
- Understanding Total Compensation
- Managing Absences

Implementing Salary Administration

- Implementing Salary Administration
- Setting up Salary Administration
- Creating salary elements
- Defining Salary basis
- Creating salary components
- Understanding predefined salary components
- Understanding salary approvals

Using Salary Administration

- Using Salary Administration
- Assigning salary basis
- Entering salaries
- Proposing salary changes
- Correcting/deleting salary records
- Reviewing salaries
- Using the Salary Management Folder
- Web ADI and Salary Management

Grades and Pay Administration

- Grades and Pay Administration - Overview
- Learning about models of pay administration
- Understanding grade implementation approaches
- Understanding Non-automatic step progression approach
- Setting up Grade/Step progression
- Setting up grade ladder
- Administering grade/step progression
- Making manual grade step progression

Configuring Criteria-Based Rates for Variable Pay

- Why use Criteria-Based rates?
- Setting up Criteria-based rate
- Eligibility criteria for criteria-based rates
- Defining criteria rate
- Setting up rate matrix

Performing Compensation Surveys

- Understanding compensation surveys
- Compensation survey identifier
- Entering compensation surveys
- Defining compensation survey lines
- Mapping compensation survey lines

Compensation Workbench (CWB)

- Overview
- Understanding compensation workbench

- Setting up CWB plans
- Setting up global plans, component plans, and combination plans
- Define steps to display market salary survey data
- Controlling access and eligibility in compensation workbench

Worksheet and Budget Sheet Configuration in Compensation Workbench

- Displaying rates
- Validating jobs, grades, and positions
- Displaying columns
- Configuring flexfields
- Configuring custom and dynamic columns
- Displaying performance appraisal details in CWB

Compensation Workbench Plan Administration

- Opening a Compensation Workbench Award Cycle
- Publishing budgets
- Adding individuals into a started compensation workbench cycle
- Writing allocated amounts from the compensation workbench cycle
- Refreshing compensation workbench data
- Generating mass notifications
- Generating compensation workbench reports for managers
- Generating compensation workbench reports for administrators

Individual Compensation Distribution (ICD)

- ICD for administrators, HR Professionals, and line managers
- ICD plan administration
- Creating ICD plans using Quick Setup
- Assigning awards using ICD
- Approval chain for ICD
- Using the Employee Administration portal for ICD transactions

Configuring Total Compensation Statement

- Categorizing a compensation statement
- Explaining total compensation statement
- Deciding on compensation source
- Setting up total compensation statement
- Processing total compensation statements

Vehicle and Mileage processing

- Vehicle repository entry process
- Vehicle allocation process
- Mileage claims process
- Setting up mileage claims

Setting up Absence Management

- Absence management components
- Defining absence elements
- Setting up absence management
- Absence entry and reporting

Understanding the Accrual Plan Structure

- Accrual plan rules

- Configuring plans rules
- Setting up PTO accrual plans
- Administering accrual plans
- Enrolling employees in accrual plans
- Viewing accrual information
- Adapting the predefined accrual formulas and rules
- Understanding accrual formulas